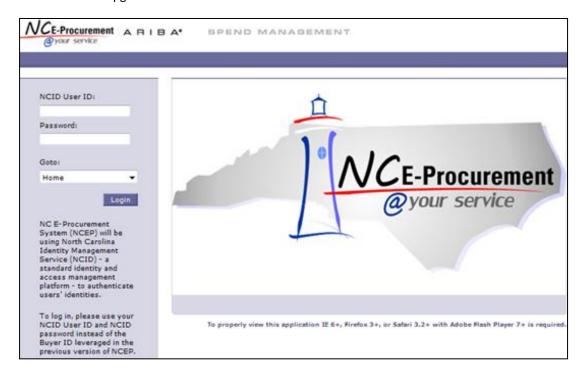# NC E-Procurement Upgrade Go-Live Postcard #5
State Agency Edition

Training Web Site Available Again The training web site is available for you to try out the upgraded NC E-Procurement before it goes live in July. It was closed earlier this week due to User Acceptance Testing. You can use your **current NC E-Procurement user name**, and the password is *[Removed]*. Please remember that this user ID will not work in the upgraded system when it goes live; you will need to log in using your NCID.
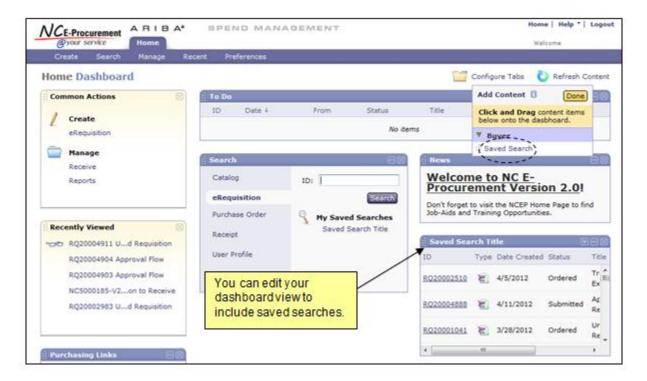
Login Page: NCID and New Logo When you access the upgraded NC E-Procurement login page, you will notice two changes right away: the NCID login field and the new logo. You **must have an NCID in order to access the system**, and you will use the NCID password reset feature as your first step in gaining access if you need a reset. If you have not used NCID before and your agency creates one for you, you need to reset your temporary password and establish security questions within 14 days or it will be deleted and a new one will need to be created for you.

You will also notice the **new NC E-Procurement logo**, which was designed by one of our team members and selected through a vote of suggested entries. We will be using the new logo throughout NC E-Procurement communications, as we have been doing with these NC E-Procurement Upgrade Go-Live Postcards.

Feature Focus: Saved Searches Instead of saving requisitions or purchase orders in a folder, as you can today, or by using a label, as you will do in the new system, try using **system search and saving your searches**. A user should use system searches instead of labels in scenarios where there is a shared characteristic across all of the items in the group. System Searches are more reliable because they are not dependent on an action by the user (e.g., assigning a label to a requisition). Saved Searches are useful in providing a current view of set criteria, such as current month or requester. You can even add the Saved Search to the Home Dashboard, or on a new tab, to view the search results more quickly. For more information about Saved Searches, please view the System Searches job aid on the Upgrade Job Aids web page.

The NC E-Procurement Home Dashboard page is displayed below with a saved search added to the home dashboard:

Follow-Up

We sent this postcard to NC E-Procurement State agency users, purchasing directors, and finance officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov